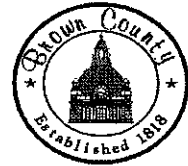


BOARD OF SUPERVISORS

Brown County

305 E. WALNUT STREET
P. O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600



E-Mail BrownCountyCountyBoard@co.brown.wi.us

PHONE (920) 448-4015 FAX (920) 448-6221

"PUBLIC NOTICE OF MEETING"

Pursuant to Section 19.84 Wis. Stats., notice is hereby given to the public that the following meetings will be held

THE WEEK OF AUGUST 29 – SEPTEMBER 2, 2011

MONDAY, AUGUST 29, 2011

- | | | |
|-------------|---|---|
| *10:00 a.m. | Planning Commission Board of Directors
Transportation Subcommittee | Green Bay Metro Center
901 University Avenue |
| *4:30 p.m. | Board of Adjustment | Room 391, Northern Building
305 E. Walnut Street |
| *4:30 p.m. | Legislative Subcommittee | Room 200, Northern Building
305 E. Walnut Street |

TUESDAY, AUGUST 30, 2011

(No Meetings)

WEDNESDAY, AUGUST 31, 2011

(No Meetings)

THURSDAY, SEPTEMBER 1, 2011

- | | | |
|------------|------------------------------------|---|
| *5:30 p.m. | Education and Recreation Committee | Pamperin Park, East Hall
2477 Shawano Avenue |
|------------|------------------------------------|---|

FRIDAY, SEPTEMBER 2, 2011

(No Meetings)

Any person wishing to attend who, because of a disability, requires special accommodation, should contact the Brown County Human Resources Office at 448-4065 by 4:30 p.m. on the day before the meeting so that arrangements can be made.

AGENDA
BROWN COUNTY PLANNING COMMISSION BOARD OF DIRECTORS
TRANSPORTATION SUBCOMMITTEE

Monday, August 29, 2011
Green Bay Metro Transportation Center
901 University Avenue
Green Bay, Wisconsin
10:00 a.m.

ROLL CALL:

(Voting)

Jeff Agee-Aguayo	_____	Tom Klimek	_____
Bill Balke – Vice-Chair	_____	Brian Lamers - Chair	_____
Bob Bartelt	_____	Doug Martin	_____
Craig Berndt	_____	Tom Miller	_____
Graham Callis	_____	Rebecca Nyberg	_____
Mike Finn	_____	Eric Rakers	_____
Steve Grenier	_____	Derek Weyer	_____
Ed Kazik	_____	Tom Wittig	_____

(Non-voting)

Alexis Kuklenski (FHWA – Madison)	_____
John Nordbo (WisDOT – Madison)	_____
Aileen Switzer (WisDOT – Madison)	_____
William Wheeler (FTA Region 5)	_____

ORDER OF BUSINESS:

1. Approval of the March 17, 2011, Transportation Subcommittee meeting minutes.
2. Recommendation to the BCPC Board of Directors regarding the 2012 Transportation Planning Work Program.
3. Recommendation to the BCPC Board of Directors regarding the 2012-2016 Transportation Improvement Program for the Green Bay Urbanized Area **(sent via email on August 9, 2011)**.
4. Any other matters.
5. Adjourn.

ANYONE WISHING TO ATTEND WHO, BECAUSE OF A DISABILITY, REQUIRES SPECIAL ACCOMMODATION SHOULD CONTACT THE BROWN COUNTY HUMAN RESOURCES OFFICE AT 448-4065 TWO DAYS BEFORE THE MEETING SO ARRANGEMENTS CAN BE MADE.

PUBLIC NOTICE

Notice is hereby given that a public hearing will be held before the Board of Adjustment created under and by virtue of the Brown County Shorelands and Wetlands Ordinance, Private Sewage System Ordinance and the Floodplains Ordinance in Room 391, 3rd floor of the Northern Building, 305 E. Walnut St., Green Bay, on Monday the 29th day of August, 2011, at 4:30 p.m. on an appeal taken by Scott DeGroot denying his request for a playhouse to be located 35 feet from the ordinary high-water mark of an unnamed tributary to Wequiock Creek. This property is located in NE, SE, S1, T24N, R21E in the Town of Scott. The property address is 3886 Shore Crest Trail, Parcel # SC-2144.

Any person wishing to attend who because of disability requires special accommodation should contact the Brown County Zoning Office at 448-6480 by 4:30 p.m. on August 26, 2011, so that arrangements can be made.

Dated this 14th and 21st day of August, 2011.

Brown County Board of Adjustment
Allan Duchateau
Charles Karnopp
Bill Ullmer
Richard Huxford-Alternate

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Brown County



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LEGISLATIVE SUBCOMMITTEE

Mike Fleck, Chair
Bernie Erickson, Vice Chair
Dave Kaster, Mary Scray, Pat Wetzel

LEGISLATIVE SUB COMMITTEE

Monday, August 29, 2011

4:30 p.m.

**Room 200, Northern Building
305 E. Walnut Street**

1. Call to order.
2. Approve/modify agenda.
3. Approve/modify minutes of June 21, 2011.
4. Discussion of shared lobbyist with Outagamie County.
(*Motion at June meeting: To have the department of Administration investigate this further and report back at the next Legislative Subcommittee meeting.*)
5. 2011 Resolutions of the Wisconsin Counties Association for review.
6. Such other matters as authorized by law.

Mike Fleck, Chair

Attachments

Notice is hereby given that action by the Committee may be taken on any of the items which are described or listed in this agenda. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda. Word97\Agendas\LegislativeSCmte\August_2011.doc

BOARD OF SUPERVISORS

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EDUCATION & RECREATION COMMITTEE

Jesse Brunette, Chair
Tim Carpenter, Vice Chair

Bill Clancy, John Vander Leest, Vicky Van Vonderen

EDUCATION & RECREATION COMMITTEE

Thursday, September 1, 2011

5:30 pm

**** Pamperin Park East Hall ****

2477 Shawano Avenue

**** NOTE LOCATION ****

- I. Call to Order.
- II. Approve/Modify Agenda.
- III. Approve/modify minutes of August 4, 2011.
1. **Review Minutes of:**
 - a. Brown County Neville Public Governing Board (August 8, 2011).

Presentation

By Brown County Park and Wisconsin Department of Natural Resource Staff regarding proposed recreational trail.

Public Comment Session

Regarding proposed resolution and memorandum of understanding (item #6) regarding Brown County's intent to develop, operate and maintain a recreational trail by Pamperin Park between Packerland Drive and Duck Creek. *Members of the public are invited to provide comments on the proposal.*

Communications

2. Communication from Supervisor Miller re: That the county should conduct a 1 year experiment in permitting metal detection activities in areas of Brown County parks which would not be damaged by these activities. I.e. A portion of a park area could be made available on Saturday morning while Brown County personnel are present. *Referred from August County Board.*

Library

3. Budget Status Financial Report for July, 2011.
4. Director's Report.

Parks

5. Budget Status Monthly for July, 2011.
6. Resolution re: Authorizing Management of a Recreational Trail between Packerland Drive and Duck Creek adjacent to Pamperin Park.
7. Discussion regarding use of Bay Shore Park as starting area for the Green Bay Marathon beginning 2012

8. Request for reduction of fees from Wisconsin United Coalition of Mutual Assistance Associations, Inc. for festival at Fairgrounds on August 6-7, 2011.
9. Director's Report for July, 2011.

Resch Centre/Arena/Shopko Hall

10. Update re: Repair and Maintenance Timeline at the Resch Center (standing item).

Golf Course

11. Presentation of Golf Course Operational Report from HVS.
12. Budget Status Financial Report for July, 2011.
13. Golf Course Financial Statistics as of August 14, 2011.
14. Resolution re: To Approve Option Agreement to Lease Land.
15. Superintendent's Report.

NEW Zoo

16. Monthly Financial Report for
17. Zoo Monthly Activity Report.
 - a. Operations Report.
 - i. Admissions, Revenue, Attendance.
 - ii. Gift Shop, Mayan, Zoo Pass, Misc Revenue.
18. Education/Volunteer Programs Report.
19. Curator's Report.
20. Maintenance Supervisor Report.
21. Zoo Director's Report.

Museum

22. Budget Status Financial Report for July, 2011.
23. Museum Director's Report.

Other

24. Audit of bills.
25. Such other matters as authorized by law.

Jesse Brunette, Chair

Notice is hereby given that action by Committee may be taken on any of the items which are described or listed in this agenda.

Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.



AUGUST 2011



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			Public Safety 5:00 pm	Ed & Rec 5:00 pm		
	1	2	3	4	5	6
7	Executive Cmte 6:30 pm	9	10	11	12	13
14	15	Veterans Recognition 5:15 pm	Spc Ed & Rec - 6:30 Board of Supervisors 7:00 pm	Facility Master Plan 5:30 pm	19	20
21	Land Con 6:30 pm Plan Dev & Trans 7:00 pm	23	Human Svc 6:00 pm	Admin 5:30 pm	26	27
28	29	30	31			



SEPTEMBER 2011



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				Ed & Rec 5:30 pm Pamperin Park		
				1	2	3
4	Labor Day 	6	Public Safety 5:00 pm	8	9	10
11	Executive Cmte 6:30 p.m.	13	14	15	16	17
18	19	20	Board of Supervisors 7:00 pm	Admin 5:30 pm	23	24
25	Land Con 7 pm Plan Dev & Trans 7:30 pm	27	Human Svc 6:00 pm	29	30	

BROWN COUNTY COMMITTEE MINUTES

- ADRC – Personnel Committee (August 18, 2011)
- Fire Investigation Task Force (May 26, 2011)
- Human Services Board (July 28, 2011 & August 11, 2011)
- Neville Public Museum Governing Board (August 8, 2011)

To obtain a copy of Committee minutes:

[http://www.co.brown.wi.us/minutes and agendas/](http://www.co.brown.wi.us/minutes_and_agendas/)

OR

Contact the Brown County Board Office or the County Clerk's Department

**PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER OF BROWN
COUNTY PERSONNEL COMMITTEE**

August 18, 2011

PRESENT: Keith Pamperin, Pat Finder-Stone, Lisa Van Donsel
Tom Diedrick (By Phone)

ALSO PRESENT: Sunny Archambault

EXCUSED: Libbie Miller

The meeting was called to order at 3:45 p.m. on Thursday, August 18, 2011 by Chairperson Diedrick.

ADOPTION OF AGNEDA: Ms. Finder-Stone moved and Mr. Pamperin seconded to adopt the agenda. **Motion Carried.**

APPROVAL OF MINUTES: Ms. Van Donsel questioned why the H1N1 policy was so specific for a flu strain and was not more inclusive of other potential pandemic situations. Ms. Archambault stated that the agency's policies and procedures were now being reviewed and this issue would be examined during this process. Ms. Finder-Stone moved and Mr. Pamperin seconded to approve the minutes. **Motion Carried.**

ADRC SUCCESSION PLAN: Ms. Archambault stated that this plan was based on the format of one recently adopted by Options. She added that Option's Succession Plan was very comprehensive and needed only minor changes to reflect the needs of the ADRC.

Key components of the plan include: Planning and Preparation; General Guidelines; Emergency Succession Plan for temporary and permanent situations; and Planned Director Replacement. Detailed activities for the selection and hiring process were addressed. Initial steps included activities to determine the role of the current Director in the selection process and the determination of whether to recruit internally and/or externally. Activities for both internal and external recruitment were detailed, as well as the activities related to the hiring process. A "Change of Director Audit Checklist" was also reviewed. Ms. Finder-Stone stated that it was reassuring to see that the Board and staff were working toward a smooth and positive change in leadership. Ms. Finder-Stone moved to recommend to the ADRC Board that the Succession Plan be adopted. Ms. Van Donsel seconded. **Motion Carried.**

REVIEW OF DIRECTOR'S JOB DESCRIPTION: Ms. Archambault stated that Ms. Van Donsel had requested that the Assistant Director's job description also be available and asked what were the major differences were between the two. Ms. Archambault explained that the job

description of the Assistant Director included more supervisory responsibilities of the Information & Assistance staff. She added that the job descriptions had just been reviewed and updated and that core competencies for these positions had been identified.

For the Director's position, core competencies include: Demonstrated knowledge of aging and disability programs at the federal, state, and county level; demonstrated skills in managing professionals, developing new programs, monitoring budgets and leading change; and demonstrated skill in developing and nurturing community partnerships, creating positive community relationships for the ADRC and the consumers served.

For the Assistant Director's position, core competencies include: Demonstrated knowledge of aging and disability programs at the state and county level; demonstrated skills supervising professionals, mentoring and coaching for highest clinical/role performance and team building; and demonstrated knowledge and skills handling consumer complaints, problems, and individual needs.

The job descriptions and core competencies will be used in selecting qualified candidates for these positions.

ORGANIZATIONAL CHART: Ms. Archambault reviewed the proposed changes to the organizational chart that would more clearly reflect agency operations. Changes included moving the Assistant Director position under the Director, moving clerical support under the Accountant, and moving the Worker Registration under the I&A Team Leader. Mr. Pamperin moved to recommend that the ADRC Board approve the proposed organizational chart. Ms. Van Donsel seconded. **Motion Carried.**

ADJOURNMENT: Ms. Finder-Stone moved to adjourn. Ms. Van Donsel seconded. **Motion Carried.** Meeting adjourned at 4:30 p.m.

Respectfully Submitted:

Sunny Archambault
Director

PROCEEDINGS OF THE BROWN COUNTY FIRE INVESTIGATION TASK FORCE

GENERAL MEMBERSHIP

A meeting of the General Membership of the Brown County Fire Investigation Task Force was held on May 26, 2011, at 7:00 p.m., at Green Bay Fire Station #4, West Point Road.

Present: Glenn Deviley, Angie Cali, Norman Heraly, Kevin Tielens, Kevin Krueger, Kyle Lauf, Tom Hendricks, Dan Kerkhoff, John Schweitzer, Steve Zich, Nick Craig, Jim Stupka

Item #1. Adoption of Agenda.

Motion was made by Kerkhoff and seconded by Hendricks to adopt the agenda. **Motion carried.**

Item #2. Review Minutes of Previous Meeting.

The minutes of the last meeting from March 3, 2011, were approved.

Item #3. Report of Task Force Activities.

Deviley reported that the fire investigation unit responded to the following fires since the last meeting:

03-11-11	3149 Knights Ln., Howard (residence/undetermined)
03-12-11	417 Rutgers St., Green Bay (apartment bldg./accidental)
03-13-11	1413 S. Norwood Ave., Green Bay (multi-family/accidental)
03-19-11	738 Maywood Ave., Howard (residence/accidental)
03-23-11	4378 Windemer Ln., Hobart (residence/accidental)
04-06-11	4588 Choctaw Tr., Hobart (residence/accidental)
05-05-11	544 School Rd., New Franken (residence/accidental)
05-11-11	1315 Weise St., Green Bay (two-family residence/arson)
05-21-11	2350 E. Mason St., Green Bay (business/accidental)

Deviley reported that there was a conviction in the Pine Street arson.

Item #4. Information from Board of Directors Meeting.

The last Board meeting was on March 17, 2011. Deviley reported that the task force's MABAS status is still on hold due to legal questions. It was brought up that investigators are required to have 20 hours of training annually. It was suggested to send out a letter to fire and police chiefs to recruit interns and investigators due to upcoming retirements. The next meeting is June 23, 2011.

Item #5. Old Business.

If you have any ideas for training or equipment purchases, let Deviley know.

Please pay your annual General Membership dues to Davidson.

There is nothing new regarding a new truck. No grant money is available.

Report any phone or e-mail changes to Deviley.

Item #6. New Business.

The spring IAAI conference is June 7-9, 2011, in Stevens Point.

The election of officers will be held at the September meeting. An election committee was formed consisting of Hendricks.

Deviley reported that it has been discussed that instead of the \$20 reimbursement for interns for a call-out, they should get an hourly rate as a lot of time is spent on fire investigations.

Item #7. Juvenile Firesetter Business.

Craig reported that he hasn't been receiving JFS reports. Please get them to him.

There is a national certified course for JFS interviewing this spring and at inspectors' conference this fall.

It was suggested forming a committee with trained personnel to go over and evaluate juvenile paperwork.

Craig stated that he has had about three juveniles since the last meeting.

Item #8. Other Matters.

Return SD cards for the digital camera as soon as you are done with them.

Item #9. Set Date, Time, and Location of Next Meeting.

The next meeting is set for September 1, 2011, at 7:00 p.m., at Howard Fire Station #1, 2456 Glendale Ave., Green Bay, WI.

FITF General Membership
May 26, 2011
Page 3 of 3

Item #10. Training.

Training involved a synopsis of old cases.

Respectfully submitted,

Marsha Laurent
Recording Secretary

PROCEEDINGS OF THE BROWN COUNTY HUMAN SERVICES BOARD

Pursuant to Section 19.84 Wis. Stats, a regular meeting of the **Brown County Human Services Board** was held on Thursday, July 28, 2011 in Board Room A of the Sophie Beaumont Building – 111 North Jefferson Street, Green Bay, WI

Present: Bill Clancy, JoAnn Graschberger, Carole Andrews, Helen Smits, Susan Hyland, Craig Huxford, Paula Laundrie, Maria Zehren

Excused: Tom Lund, Paula Laundrie

Also

Present: Brian Shoup – Executive Director Human Services
Tim Schmitt – Finance Manager
Kevin Lunog – Clinical Services Manager
Jenny Hoffman – Economic Support
Ian Agar – Long Term Care
Jim Hermans – Children & Family Services
Mary Johnson – Community Treatment Center
Other Interested Parties

1. Call Meeting to Order:

The meeting was called to order by Carole Andrews at 5:15 p.m.

2. Approve/Modify Agenda:

Request for addition of Public Comment following #6.

Motion by Clancy, seconded by Grashberger to approve the agenda as modified. MOTION UNANIMOUSLY APPROVED

3. Approve Minutes of June 9, 2011 Human Services Board Meeting:

Motion by Grashberger, seconded by Clancy to approve the minutes. MOTION UNANIMOUSLY APPROVED

4. Election of Officers:

Director Shoup indicated there are two vacancies on the Board which he will be discussing with the County Executive. The consensus of the Board was to reschedule election of officers until all Board members are present, or in one month.

Motion by Smits, seconded by Huxford to postpone the election of officers until the next meeting. MOTION UNANIMOUSLY APPROVED

5. **Executive Director's Report:**

Director Shoup reported that the bulk of time during the last reporting period has involved working on the proposed 2012 budget. He informed the Board of the creation of an Economic Support Regional Consortium which has come about because of lobbying by various counties against the state taking over various duties. Six counties will form the membership of the Consortium, which will be built around a Call/Change Center under the leadership of Brown County. Other counties to be members of the consortium include Door, Oconto, Shawano, Menominee, and Marinette. The deadline for the consortium to be formed is October 1st, with operation beginning January 1, 2012.

**Motion by Clancy, seconded by Grascberger to receive and place on file.
MOTION UNANIMOUSLY APPROVED**

6. **Financial Report:**

Tim Schmitt referred to reports provided in packet material, stating that Community Programs are on track through May 2011. A deficit is forecast for the Community Treatment Center, partially due to depreciation.

**Motion by Clancy, seconded by Grascberger to receive and place on file.
MOTION UNANIMOUSLY APPROVED**

(Maria Zehren arrived 5:25 p.m.)

Public Comment: None

7. **2012 Budget:**

Director Shoup explained that the format used for the 2012 Human Services Budget has been streamlined to include summaries for each unit and division. He pointed out that the proposed budget includes a levy reduction target of \$1.8 million (5%) over 2011 out of a total budget of \$105 million. He indicated that much of the total budget is earmarked for state and federal mandated programs.

Shoup pointed out that a past study of Child Protective Services resulted in the consensus that this area should be a priority. As a result the budget includes the creation of four additional positions and one supervisor, done by moving staff and resources and making cuts in the area of contracted and purchased services.

Although it was expected that Long Term Care would roll over into Family Care in 2012, information indicates that this will not occur and many programs have been consolidated. In addition, as it appears that COP and CIP programs, along with the Children's Waiver Program will continue, additional positions will be required. Because of the \$43 million dollar budget that is involved, and a 1400 person client base, the unit will be restructured to include a manager.

Shoup added that several changes will be made in the area of Economic Support in order to regionalize the operation, and the end of bargaining unit contracts may allow for opportunities at the CTC Center, one being the elimination of several management positions.

Business Operations Division – Tim Schmitt

Mr. Schmitt referred to the Table of Organization explaining proposed changes in 2012, stating proposals are consistent with the County's objective to centralize business operations and clerical support. Three clerical support staff in the program areas of child care, long term care, and in the access division now report to program managers. In order to create a support staff in a centralized unit where duties can be shared, it is proposed the clerical support staff be moved into Business Operations. Another change on the Table of Organization involves having the Contract/Provider Relations and Quality Management position report to the Finance Manager. It is also suggested that an Office Manager position be created for clerical staff, with the Office Manager reporting to the Accounting Supervisor in Community Programs. 3.3 FTE positions were unfunded in the Business Operations area.

Supervisor Andrews noted that in the past a Quality Management position was moved from Human Services to Human Resources. Discussion of this move resulted in Mr. Schmitt and Director Shoup noting that this may not have been the best decision as the position enhanced vendor relations, audits, and responsibilities in the department. Mary Johnson agreed, stating that the position has been missed as it set up quality programs, training, teaching, etc. that were consistent throughout the county. Further discussion by the Board resulted in a recommendation to pursue the return of this position.

Motion by Clancy, seconded by Smits to pursue the return of the Quality Management Coordinator position using existing resources.

MOTION UNANIMOUSLY APPROVED

Community Programs

Tim Schmitt highlighted the summary financial budget for Community Programs, stating that the proposed budget is balanced with revenues equaling expenses. It is not anticipated to use fund balance to cover any expenses.

Adult Behavioral Health Unit – Kevin Lunog

The Adult Behavioral Health Unit includes AODA/Support Services, the Community Treatment Program, the Community Support Program, and Drug Court. Mr. Lunog highlighted major changes in the budget, one being the addition of a supervisor position which will total three, each of whom will supervise 12 staff. The budget includes proposed revenues (excluding levy) of \$4,257,866 (\$4,395,966 in 2011), or a 3.1% decrease, in addition to expenses of \$12,705,700 (\$13,628,529 in 2011), or a reduction of 6.8%.

Mr. Lunog invited the Board to attend a graduation at Drug Court tomorrow, Friday, July 29, 2011 at 3 p.m.

Children & Family Services Unit – Jim Hermans

This unit includes Child & Adolescent Services, Juvenile Justice, Child Protection Services, Shelter Care, and Volunteer Services. This budget includes proposed revenues (excluding levy) of \$6,809,261 (\$7,201,061 in 2011), or a reduction of 5.6%, in addition to expenses of \$13,027,498 (\$13,362,054 in 2011), or a reduction of 2.5%.

Mr. Hermans explained that team work and sharing will be used in order to do more with less. In the Child Protection area, four direct service workers will be added, along with one supervisor to address safety and welfare issues. A Volunteer Coordinator position will be converted to an intake worker. Staff will be working closely with the District Attorney's office, judges, public defenders, and secure detention staff in the Juvenile Justice area to find alternatives to state corrections and placement at Lincoln Hills. The creation of a Child and Adolescent Behavioral Health Unit is proposed to include three staff and a PHD psychologist. This program will hopefully prevent state and local hospitalizations, out of home placement facilities, less delinquency, and improved school outcomes.

Economic Support Unit – Jenny Hoffman

This unit includes programs of Income Maintenance (Food Share, Medicaid, and Badger Care), Fraud Investigations and Child Day Care including proposed revenues (excluding levy) of \$2,319,970 (\$2,506,575 in 2011), or a reduction of 7.4%, in addition to expenses of \$3,971,425 (\$4,403,707 in 2011), or a reduction of 9.8%.

Ms. Hoffman explained that revenues for the Income Maintenance Program come from the Department of Health Services. Fraud investigation dollars come from both the Department of Children & Families and the Department of Health Services, with Child Care revenues coming from the Department of Children & Families. The reduction in expenses for the programs included in Income Maintenance come from overhead and fringes. Investigation services have been taken over by the Sheriff's Department and involve one Detective Sgt.

Ms. Hoffman noted the amount of time that will be required to get the Regional Consortium up and running within the time frame allowed. At this time 17,000 families are served within the Economic Support Program, with a possible 3,000 more by or before January 1st. She stressed the importance of having the Call Center operational when this happens.

Long Term Care Unit – Ian Agar

This unit involves Adult Intake, COP/CIP Programs, Assessment & Stabilization, Crisis, Personal Care, CLTS, Family Support, and Birth to Three. Mr. Agar explained that the Assessment & Stabilization program will be terminated and staff redeployed, with the Child Long-Term Support Program administered by a third party. The proposed budget includes \$51,242,978 for revenues (excluding levy) (\$53,474,485 in 2011), or a 4.2% reduction. Expenses are proposed at \$55,897,519 in 2012 (\$58,860,364 in 2011), or a 5.0% decrease.

Mr. Agar explained proposed staff changes which will involve combining adult and children's services. As there is currently only one supervisor managing the COP and CIP programs, a second will be added partly funded through waiver generated funding. At this time there are 384 children enrolled in the Birth to Three Program with approximately 800 served annually. Mr. Agar explained proposed changes to his role in the Long Term Care area.

Community Treatment Center - Mary Johnson

Revenues for the Community Treatment Center are proposed at \$14,002,634, compared to \$14,803,348 in 2011, or a decrease of 5.4%. Expenses for 2012 are proposed at \$14,517,074 compared to \$15,316,658 in 2011, or a decrease of 5.2% in this category.

Director, Mary Johnson, explained concerns with the sustainability of the CTC mainly due to decreased revenues, i.e. Medicaid has not increased rates in the nursing home in several years, there are less out-of-county admissions, stays are shorter, insurance companies are scrutinizing the necessity of admissions, etc. Because of changes in the law and work rules, staffing has been reviewed. A decision was made to eliminate Health Managers, changing job descriptions and reassigning work to staff RN's. Safety was a priority in making the decision to eliminate LPN's in the hospital, replacing them with RN's. As private pay and emergency placements showed an increase in the last year, it is projected that this trend may continue. Johnson stated that beds are usually full in the nursing home, while there has been a decrease in the hospital census. In anticipation of the Electronic Records system, clerk and medical records positions were eliminated. There will be an increase in the pay scale of the psychiatrist. The Health Unit secretary position will be eliminated in the nursing home with duties redistributed to nurses in that area.

Kathy Denil, Director of Nurses in the Nursing home, explained changes to the Table of Organization.

Director Shoup explained the budget process, noting that the next step is for the proposed budget to go to the County Executive, the Human Services Committee, and on to the County Board for final approval in November.

Motion by Zehren, seconded by Hyland to approve the proposed 2012 Human Services Department Budget. MOTION UNANIMOUSLY APPROVED

8. ***Community Treatment Center Statistical Update:**
(Attached as written report)
9. ***Bellin Hospital Statistical Update:**
(Attached as written report)

Motion by Huxford, seconded by Smits to receive and place on file #s 7 & 8. MOTION UNANIMOUSLY APPROVED

10. **Contract Update:**
(Attached as written report)

Motion by Hyland, seconded by Grashberger to approve.
MOTION UNANIMOUSLY APPROVED

11. **Other Matters:** None

12. **Adjourn Business Meeting:**
Motion by Zehren, seconded by Huxford to adjourn at 6:58 p.m.
MOTION UNANIMOUSLY APPROVED

Respectfully submitted,

Rae G. Knippel, Recording Secretary

PROCEEDINGS OF THE BROWN COUNTY HUMAN SERVICES BOARD

Pursuant to Section 19.84 Wis. Stats, a regular meeting of the **Brown County Human Services Board** was held on Thursday, August 11, 2011 in Board Room A of the Sophie Beaumont Building – 111 North Jefferson Street, Green Bay, WI

Present: Tom Lund-Chair, Paula Laundrie-Vice Chair
Bill Clancy, Susan Hyland, Helen Smits, JoAnn Grascberger,
Carole Andrews, Alison Draheim, Craig Huxford

Excused: N/A

Also

Present: Brian Shoup, Executive Director Human Services
Tim Schmitt, Budget and Finance Manager
Jean O'Leary, Director of Community Programs
Kevin Lunog, Clinical Services Manager
Ellie Jarvie, Community Programs Supervisor
Jay Christianson, Community Programs Supervisor
Dr. Laurie Schaumberg, APNP, Doctorate of Nursing Practice

Call Meeting to Order:

The meeting was called to order by Chair, Tom Lund at 5:15 pm.

2. Approve/Modify Agenda:

ANDREWS/LAUNDRIE moved to approve the agenda.
The motion was passed unanimously.

3. Approve Minutes of July 28, 2011 Human Services Board Meeting:

ANDREWS/SMITS moved to approve the minutes dated July 28, 2011.
The motion was passed unanimously.

4. Election of Officers

According to Chapter 5 (5.05 Structure of the Board) of the Brown County Code of Ordinances, it is necessary to elect officers for the following:

- (1) The **chair** of the Board shall be elected from among the members by a majority vote.
- (2) A **vice-chair** shall be elected from among the members of the Board and shall preside over the Board and perform the duties of the chair during the temporary absence or disqualification of the chair.
- (3) A **secretary** shall be elected from among the members of the Board and shall certify the approved minutes of the Board.

Discussion took place and nominations were open.

Vice Chair Laundrie nominated Chairman Lund to continue in role of chair. Citizen Board Member Grashberger seconded the nomination and Chairman Lund accepted the nomination.

LAUNDRIE/GRASCHBERGER moved to approve the appointment of Chair Lund to continue in the role of chair.

The motion was passed unanimously.

Chairman Lund nominated Vice Chair Laundrie to continue in her role of vice chair. Supervisor Andrews seconded the nomination and Vice Chair Laundrie accepted the nomination.

LUND/ANDREWS moved to approve the appointment of Vice Chair Laundrie to continue in the role of vice chair.

The motion was passed unanimously.

Vice Chair Laundrie asked the members of the board if anyone was interested in the secretary role. Citizen Board Member Grashberger announced that she would like to fill this role. Supervisors Andrews nominated Citizen Board Member Grashberger for the role of secretary. This motion was seconded by Supervisor Clancy and Citizen Board Member Grashberger accepted the nomination.

ANDREWS/CLANCY moved to approve the appointment of Citizen Board Member Grashberger in the role of secretary.

The motion was passed unanimously.

5. Executive Director's Report:

Update on Economic Support / IM Consortium:

- We have five counties interested in forming a consortium with us.
- We have had several organizational meetings already due to the strict deadlines.
- The state has thrown us a few curve balls:
 - The state was previously outsourcing cases to a vendor who was under a corrective action plan by the USDA. As a result, counties were told that they would be taking over these state cases. The state wants to distribute these cases among counties. The first wave would be by October 1st and the rest of the cases by January 1st.
 - We took the position that we will take over the cases no sooner than the beginning of the year.
 - We also requested that the state would have to deliver us their telephone system which would be of no costs to us. This system would also have to interface with all of our devices.
- Brian stated that he is confident that as we move forward we will be able to negotiate the details the state is asking of us.
- Originally, the state was asking for a County Board resolution from all counties by October 1st (for each county, in each consortium) which would pass a resolution regarding the details of the consortium. However, our plans do not call for anything that formal – no resolution. We counter proposed that we would operate through letters of intent and it would be a cooperative adventure.

Q: Chairman Lund asked regarding Economic Support (ES), are we going to have to hire more staff?

A: Shoup answered we will not. We are going take on these responsibilities with current same staff. It would depend on how we deploy staff from all the counties involved in our consortium. It does not necessarily mean that the workers will be physically moved, but many of the responsibility can be done virtually, through technology.

Q: Supervisor Clancy asked if taking the additional responsibilities would add to the staff burnout. Are we expecting too much of our existing staff and piling more work onto them?

A: Shoup answered, he does not think so. Of course we will have to make some changes in our operation, but we feel that we can handle it. We will also negotiate those areas we feel are not applicable to the operation or not necessary for our consortium.

Citizen Board Member Smits stated that the bottom line is how is this change is going to affect our clients. She mentioned that there may be some more retirements up this year and worries that we still have enough staffing to be giving quality care.

Brian stated that all of the questions and comments are good. He reminded everyone that if the governor's original proposal had been passed, we would be talking about substantial reductions in quality services for clients, much more than what we are proposing and salvaging here. He thinks that we were able to salvage more than what was previously suggested and still be able to appropriately serve our clients.

Chairman Lund commented that under this revised proposal, the County is able to keep workers employed. If these services would be going to the state, we would be forced to eliminate jobs. We would have lost almost 50 jobs alone. However, in addition we would have also had to pay unemployment costs for those jobs as well. Chairman Lund also said that he thinks that we provide these services at a lower cost by keeping them local.

Shoup said that efficiencies we are going to shoot for are going to be a result of our call center. We may be able to use other staff through a virtual use and we would be able to gain efficiencies this way.

Shoup said that there is still a lot of planning work that must be complete. We have had to take the leadership in this; we are the largest county in our consortium and we are the best fit to lead it.

Family Care:

Shoup said that we are receiving some clarity of the status of Family Care. We are reasonably confident that Family Care will not roll out within the next two years and after the next two years; the future of Family Care is unknown.

Shoup said that there are really only two possibilities, either Family Care rolls out at some future date or that it will never role out. Shoup did comment that if Family Care would roll out, it would save Brown County dollars and we would certainly support it.

- Q: Supervisor Andrews asked if Shoup was aware of any new information regarding if the federal government would allow freezing enrollment.
- A: Shoup answered that he has not heard anything on it yet. He mentioned that most of the information he hears is second or third hand information. However, the Department of Health Services is confident about their plans.
- Q: Citizen Board Member Smits asked if Family Care does not roll out, what are we going to do.
- A: Shoup said that we are continuing with Community Options Program (COP) and Community Integration Program (CIP), waiver programs. Everything is still place as it has been. Jean O'Leary said that the waivers were renewed and their end dates have been extended out.

LEAN Efforts:

Shoup said that we invested 7 Human Services Employees into the LEAN initiative. Recently, those 7 employees went through training and are now LEAN Facilitators. This means that they are able to take their knowledge and skills and apply them to events/projects within the Human Services Department to find efficiencies. Shoup said that we already have a list of projects that we want to turn into LEAN events.

Shoup, as well as the Human Services Department, are strong advocates for LEAN and want to incorporate it into all aspects of how they do business.

Shoup also said that not only are the 7 facilitators able to help within their department, they are also available to contribute and lead other LEAN events throughout the county in all departments.

- Q: Vice Chair Laundrie asked how the candidates were chosen to become LEAN Facilitators.
- A: Shoup said that we had some idea of the candidates we thought would be a good fit for the program. We then asked staff if anyone was interested in this opportunity and we openly discussed possible candidates with supervisor and management staff. Then we presented the opportunity to a group of people and we eventually chose 7.

ANDREWS/LAUNDRIE made the motion to receive and place on file.
Motion was carried unanimously.

6. Study Topic: Outpatient Mental Health Services

A presentation was presented to the board members regarding Brown County Behavioral Health Community Programs, focusing on mental health by Ellie Jarvie, Community Programs Supervisor. The complete PowerPoint has been included with these minutes. Please refer to the slides for more detail.

There is a continuum of community of mental health services available to treat the full range of mental health issues and functional limitations for consumers/clients living within our community. A continuum of care matches specific services to the specific needs of a client and the goal of all the services is to increase functioning in the community and reduce the need for hospitalization.

The three major programs/services include:

1. Community Support Program (CSP)
 - Designed for those clients with the most severe, persistent mental illness and significant functional limitations who need intensive, comprehensive, ongoing treatment and support.
 - Brown County operates 2 CSP programs; one internal and the other contracted with Villa Hope.
2. Comprehensive Community Services (CCS)
 - Designed for those clients impaired by their mental illness than those requiring a CSP who need help arranging a comprehensive range of services to support a fuller recovery.
 - The goal is to provide for a maximum reduction of the effects of the disorder(s), to facilitate in their recover and to restore consumers to the best possible level of functioning.
 - Services all age groups – youth, adults and elderly.
 - CCS Provides: Service Facilitation, Community Skills Development, Employment Skills and Training, Medication Management and Psychosocial Residential Rehabilitation.
3. Targeted Case Management
 - Designed for those less functionally impaired than those requiring CCS or CSP who need help arranging support services.
 - Focuses on reducing the need for inpatient care while increasing the consumer level of independence within the community.

A presentation was presented to the board members regarding the Bridging Program Dr. Laurie Schaumberg, APNP, Doctorate of Nursing Practice. The complete PowerPoint has been included with these minutes. Please refer to the slides for more detail.

Overview of Bridging Program

The wait time for a client from their initial intake until the time they have the initial psychiatric evaluation (IPE) may be several months. Dr. Schaumberg formed a program where she will see clients with depression symptoms while they wait for their IPE. The purpose is to help clients during this wait and prepare them for attendance at the IPE.

Other benefits include:

- Immediate access to services.
- When they arrive for the IPE, the psychiatrist already has the medical history and background of the client, allowing them to help the client with their problems immediately.
- APNP is able to provide anti-depressant medication, if necessary.

Questions/Discussion:

- Q: Vice Chair Laundrie asked where did you get your DNP (Doctorate of Nursing Practice).
- A: Dr. Schaumberg said she received her degree through Minnesota Metropolitan State.

Q: Supervisor Clancy asked will using this program cut down on the psychiatrist time?

A: Dr. Schaumberg said yes, absolutely.

Q: This decreased the 4 month wait period?

A: Kevin said yes.

Using this bridging program would allow the psychiatrist to get background and details about the client before they went to go see the psychiatrists. This also gave the psychiatrist a leg up.

Q: Citizen Board Member Hyland said it seems that it would be much more cost effective to utilize the bridging program and the APNP's. She asked, do you know any of those figures?

A: Dr. Schaumberg said that it would take another project to get the data pulled together and to see what the complete cost analysis would be.

Shoup said that some people believe the future of healthcare is with those like APNP's and being able to combine behavioral health care with primary care.

Chairman Lund asked isn't it hard for primary physician to spend the time with the patient. In a mental health situation you can spend more time with the patient? It seems to be more cut and dry with primary care.

Dr. Schaumberg said that a follow up with a psychiatrist is only about 20 minutes and it is now pretty quick, similar to how quickly a primary care physician would see you.

Brian said that he thinks with the new wave of nurse practitioners and doctors arrive, they are more comfortable dealing with behavioral health. In fact, it is cheaper to utilize these professionals as opposed to a psychiatrist.

CLANCY/ANDREWS moved to receive and place on file.
Motion was carried unanimously.

7. Financial Report:

Community Programs

Financial results through June 2011 show that expenses are lower than budget. We are forecasting a surplus in community programs for 2011 due to cost containment initiatives and lower program utilization. Purchased services are lower YTD through June primarily due to lower units of service being needed by clients. As a reminder, forecasted results can change quickly as client quantity and/or acuity change.

Community Treatment Center

Forecasted financial results improved from May 2011. Operating results through June show a forecasted deficit of \$753,234 compared to a budgeted deficit of \$513,310. These deficit numbers contain \$507,810 of depreciation expense which does not affect levy requirements. Levy requirements were budgeted at \$5,500 for 2011 and are forecasted to be \$240,376. This is an improvement of \$55,287 over the May levy requirement forecast of \$295,663. The CTC is still experiencing lower hospital revenues than budgeted through June. At the end of June, the hospital provided 715 less days of service than budgeted.

- Q: Supervisory Clancy asked should depreciation affect cash flow.
A: Tim Schmitt said, no, this does not affect it. Depreciation is a cost to Brown County; we break this out because it is a non-cash item, non-levy item. We want to show both the cost and levy impact when reporting financial information for the CTC

Depreciation does not affect the levy. We report both.

ANDREWS/LAUNDRIE moved to receive and place on file.
Motion was carried unanimously.

8. **Community Treatment Center Statistical Update:**
Please refer to the packet which includes this information.
9. **Bellin Hospital Statistical Update:**
Please refer to the packet which includes this information.
10. **Contract Update:**
Please refer to the packet which includes this information.

ANDREWS/HYLAND moved to receive and place on file Item No. 8 thru Item No. 10. Motion passed by unanimous vote.

11. **Other Matters:**

Next Meeting: Tuesday, September 13, 2011

5:15 p.m. – Sophie Beaumont Building, Board Room A

Topic: Outpatient Mental Health Services – AODA Services

12. **Adjourn Business Meeting:**
ANDREWS/LAUNDRIE moved to adjourn; motion passed unanimously. Chairman Lund adjourned the meeting at 6:33 p.m.

Respectfully Submitted,

Laura L. Chartier
Recording Secretary

PROCEEDINGS OF THE BROWN COUNTY NEVILLE PUBLIC MUSEUM GOVERNING BOARD

Pursuant to Section 19.84, Wis. Stats., a meeting of the **Brown County Neville Public Museum Governing Board** was held at 4:35 p.m. on Monday, August 8, 2011 at the Neville Public Museum, 210 Museum Place, Green Bay, Wisconsin

PRESENT: Jesse Brunette, Bob Jossie, Sandy Juno, Kevin Kuehn, Pat Wetzel
EXCUSED: Kramer Rock

ALSO

PRESENT: Rolf Johnson, Jean Hermes

1. CALL MEETING TO ORDER

Chairman Kevin Kuehn called the meeting to order at 4:35

2. APPROVE/MODIFY AGNEDA

Motion made by Jesse Brunette and seconded by Bob Jossie to approve the agenda. Vote taken. **MOTION APPROVED UNANIMOUSLY.**

3. APPROVE/MODIFY MINUTES of July 11, 2011

Motion made by Bob Jossie and seconded by Sandy Juno to approve. Vote taken. **MOTION APPROVED UNANIMOUSLY.**

4. Appointment of Sandy Juno to Governing Board

Sandy is officially welcomed by the members of the Governing Board.

Sandy informs the board of her interest in preserving history and her high regard for museums. She is very interested in getting some high profile exhibits showing at the Neville. Kevin suggests a meeting between Rolf and Sandy to update Sandy as to where we are economically, financially and to fill her in on current relationships and provide her with a behind the scenes tour. Rolf concurred.

5. Director's Report

- a. Rolf begins with an update on FY 2012 County Budget submission and implications by providing members with handouts featuring metrics as to where we are with admissions, expenses and revenue up to date. Rolf states that we are looking good in terms of meeting FY '11 revenue targets. Discussion ensues as to whether or not we can keep the revenue in excess of the amount budgeted. Kevin suggests this discussion might be something we could bring up during the budget talks with the County Executive and full Board of Supervisors.

Rolf has submitted 2012 budget worksheet to the County Executive based on the County Executive's tax levy target, which included a \$100,000-plus decrease from FY '11 amounts. Because there is no room to cut, given the last few years' steady decrease in tax levy support, Rolf states that all of the changes on the FY 2012 budget submission are on the revenue side. Discussion ensues regarding the budget worksheet and various alternatives and challenges involved. Kevin is concerned about the excessive cost of charge backs and wants to look into finding a way to offset these charges. Rolf ends the discussion by informing the committee that he is going to double down with the Foundation and try to accelerate the Foundation's budgeting process and that he is very optimistic on meeting the revenue projections of the FY '12 budget. Rolf then introduces and explains the "Dashboard" concept we are working on in order to give members of the Board, as well as others, a snapshot of important metrics on a year-to-date basis.

- b. Rolf reports on the 2011-12 exhibits and programs. Rolf discusses his work with Jerry Mader and their plans for fund raising for a new exhibit about economics called "Moneyville". On September 15, Jerry and Rolf plan on reaching out and working with the financial community by having a fundraising event bringing all the community bankers together in one room. A formal notice will be sent out and Rolf invites all of the Governing Board members to attend.

Rolf discusses the 100 day assessment outline schedule as it currently exists. He is very excited about a pending exhibit featuring the science of football. Rolf has had the rental fee for this exhibit decreased by \$10,000. He hopes to bring the exhibit in during 2102's summer training season, since it is booked for regular NFL season play for the next 3 years. The exhibit has met or exceeded the numbers anticipated when exhibited by other institutions. The exhibit is very interactive and fun for the family. The Science of Football exhibit has a lot of sponsorship opportunities with Associated Bank, the bank of the Green Bay Packers, and with the Packer organization. Rolf hopes to start looking at exhibits that will bring people into the Museum from beyond a 50-75 mile radius. The consensus regarding the popularity of the Prange Windows exhibit, is that it will remain popular in the years to come. There is some discussion regarding what programs can be developed to enhance the Prange Windows popularity.

- c. Rolf distributed his "100 Day Assessment Report" outline which candidly assesses roles, present and past, of Brown County, the Ed & Rec Committee, the Foundation, the Governing Board, and general museum operations. He stresses that our strategy is to move forward with the exhibition and public programming/educational programming side of the house. A number of people, including the Port of Green Bay and the Harbor Commission are working on river related issues. Rolf makes note of the file he received from Dean Haen on the effort to bring the U.S.S. Green Bay to the community as a "museum ship." General recommendations, a 5 year plan, as well as an executive summary have been included in Rolf's report. Rolf's plan is to release the final report early the week of August 22nd. Rolf is open to questions now or subsequent to the meeting. Discussion develops regarding the banks

invited to attend the "Moneyville" event on September 15. Bob suggests the Oneidas be invited. The group concurs.

6. ADJOURNMENT

Motion made by Bob Josse and seconded by Jesse Brunette to adjourn at 5:25p.m.
Vote taken. **MOTION APPROVED UNANIMOUSLY**

Respectfully submitted,
Jean Hermes

Next Meeting
Monday—September 12, 2011
4:30 p.m.